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Guidance Materials

Introduction

As a service to eligible military personnel, DANTES provides a variety of basic skills assessment instruments, such as

- **career and interest inventories**
 - **academic inventories**, and
 - **surveys.**
-

Funding

These instruments has been purchased with appropriate funds and **may be used for MILITARY PERSONNEL ONLY.**

Note: Those centers wishing to test family members or civilian personnel must order these materials from the publishers using their own funds. Each ESO is responsible for the cost of any materials ordered directly from the publisher. Publishers' addresses can be found on pages 15 and 16.

Ordering Information

Ordering Procedure

DANTES TCOs order materials for active duty and Reserve component personnel by following this chart:

Step	Procedure
1	Prepare DANTES Material Request Form 1561/5 (Exhibit 2).
2	Send Form to: DANTES CODE 10L 6490 Saufley Field Road Pensacola, FL 32509-5243

Note: DANTES Stock Numbers for all materials are listed beside each item in this handbook.

For a quick overview of these instruments, see ([Exhibit 1](#)).

Career Assessment Inventory (CAI)

Background

An occupational interest inventory for both college-bound and non-college individuals. The Career Assessments Inventory-Enhanced Version compares an individual's occupational interests to those individuals in 111 specific careers that reflect a broad range of technical and professional positions in today's workforce

The inventory is used by guidance counselors in high schools, community colleges and universities to help students develop career and study plans, and by psychologists and human resource professionals to advise individuals on career development.

Important Facts About CAI

The following important facts about the CAI should be noted:

- CAI is written at a 8th grade reading level, and
 - CAI can be self, group, or individually administered.
-

General Themes Scales

The inventory includes General Themes based on the widely accepted RIASEC model: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

Basic Interest Scales

Basic interest scales gives more specific interest in 25 career areas such as Electronics, Medical Services, and other practices.

Occupational Scales

Occupational Scales match an individual's likes and dislikes to those of people who have been satisfactorily employed in an occupation for a number of years. Respondents receive scores of each of the 111 occupations.

Note: Report Enhancements now available!

- Additional occupations
 - Additional web sites
 - DOT codes have been replaced with O*NET™ codes
 - Suggested reading materials have been updated in the interpretive reports
 - "Understanding Your Results" supplement is now included with both Mail-in and Internet program reports
-

Continued on next page

Career Assessment Inventory (CAI) Continued

Materials

The following materials are needed to administer the CAI:

CAI Materials	DANTES Stock No.
Mail-in Scoring Option	
CAI Profile Test Booklet	1113
OR	
CAI Interpretive Test Booklet	1115
Interpretive Manual	1114
Internet Option Available (See page 5)	

Score Reports

Examinees will receive either an **Interpretive** or a **Profile** score report. The score report is generated from the type of test the examinee was administered.

Completed Answer Sheets

Mail completed CAI answer sheets to:

**Pearson Assessments
ATTN: Scoring Dept
Box 1294
Minneapolis, MN 55440**

Note: Make sure you include a return address, name of the TCO officer, telephone number and e-mail address. In addition, make sure that the answer sheet has either product code 26400 or 26405 in bottom right corner. If you have questions, please contact Sheila Nyjordet at DANTES at 850-452-1763, e-mail snvjorde@voled.doded.mil or Chris McMorris at Pearson Assessments at 1-800-626-7271, Ext. 3292 or e-mail chris.mcmorris@pearson.com.

Campbell Interest and Skill Survey (CISS)

Background

A contemporary interest and skill inventory for individuals who are college-bound or college-educated, the CISS test picks up where degrees leave off.

Interest/Parallel Skill Scales

Like traditional interest inventories, the **interest scale** reflects the individual's degree of attraction for a specified occupational area. However, the CISS goes beyond traditional inventories by adding a **parallel skill scale** that provides an estimate of the individual's confidence in his or her ability to perform various occupational activities.

Note: Together, the two standardized scales of interest and skills provide more comprehensive, richer data than simply interest scores taken alone.

CISS Career Planner

A comprehensive career planning package to help individuals use their results from the Campbell™ Interest and Skills Survey to design a career or study plan. Specifically, the CISS Career Planner helps translate results into specific actions. For example, the planner helps individuals:

- Explore patterns and themes in their results
 - List plans for further study of 239 additional occupations and 159 fields of study
 - Analyze work and education as they relate to their values and priorities
 - Identify motivators and obstacles in their career goals.
-

Materials

The following materials are needed to administer pencil and paper version of the Campbell:

Materials	DANTES Stock No.
CISS Interest Pattern Worksheet	1121
CISS Survey Softcover Manual	1122
CISS Mail-In Report	1123
CISS Career Planner (Strongly Recommended) Note: We strongly recommend that 1 CISS Career Planner be sent out with each CISS mail-in report.	1131
Internet Option Available (See page 5)	

Continued on next page

Campbell Interest and Skill Survey (CISS) Continued

Scoring

Mail completed CISS report to:

**Pearson Assessments
ATTN: Scoring Dept
P.O. Box 1294
Minneapolis, MN 55440**

Note: Make sure you include a return address, name of the TCO officer, telephone number, and/or e-mail address. In addition, make sure that the answer sheet has product number 26461 in bottom right hand corner. If you have questions, please contact Sheila Nyjordet at DANTES at 850-452-1763, e-mail snyjorde@voled.doded.mil or Chris McMorris at Pearson Assessment at 1-800-627-7271, Ext. 3292 or e-mail chris.mcmorris@pearson.com.

CISS/CAI Internet Versions

Did you ever wish you could manage your career testing programs online? **Now you can.** The Pearson Assessments Internet Administrative Center puts you in control of your testing process from start to finish, including:

- Distributing vouchers for individuals taking Career Assessment Inventory (Enhanced and Vocational versions) and CISS inventories,
- Administering inventories over the Internet,
- Conveying results quickly and efficiently, and
- Monitoring all testing events with a simple status screen.

NOTE: Military Personnel wishing to use the CISS/CAI Internet programs will need to log onto the following URL site:

NEW URL Address:

<http://www.pearsonassessments.com/career/dantes-military.htm>

Civilian/Family members will need to log on at this Web address:

NEW URL Address:

<http://www.pearsonassessments.com/career/dantes-family.htm>

Continued on next page

Campbell Interest and Skill Survey (CISS) Continued

Cost

The following is the cost for civilians/family members:

Test	Price
CISS Voucher	\$13.95
CAI-Enhance Interpretive Voucher	\$10.00
CAI-Enhance Profile Voucher	\$ 6.75

If you have questions, please contact Sheila Nyjordet at DANTES at 850-452-1763, e-mail snvjorde@voled.doded.mil or Chris McMorris at Pearson Assessment at 1-800-627-7271, Ext. 3292 or e-mail chris.mcmorris@pearson.com.

Holland's Self-Directed Search (SDS)

Background The SDS career interest inventory engages the user in the evaluation of their abilities and interests.

Easy To Use The SDS easy-to-use format allows high school students, college students and adults to

- take the test
 - score it, and
 - interpret it on their own.
-

SDS Components The SDS consists of: Assessment Booklet, You and Your Career Booklet, Occupations Finder Booklet, Technical Manual, and Professional Manual.

Occupational Interest Users find their Holland SDS code based on scores in the following six areas of occupational interest.

- realistic
 - investigative
 - artistic
 - social
 - enterprising, and
 - conventional.
-

Materials The following materials are needed to administer the SDS:

SDS Materials	DANTES Stock No.
You and Your Career	1151
Assessment Booklet	1152
Occupations Finder	1153
Technical Manual	1154
Professional Manual	1155

Kuder® Career Planning System

Background

The Internet-based Kuder® Career Planning System* combines interests, skills, and work values assessments with an electronic career portfolio with resume builder and education planner. Each assessment may be completed in approximately 20 minutes and the system may be accessed 24 hours a day from any Internet connection. Results are valuable for persons transitioning to the workforce or planning for postsecondary education and selecting college majors.

Centers access an administrative database management system that provides individual and aggregate results to assist counseling, tracking, and reporting.

* The Kuder Career Planning System with Person Match (interest inventory) is also available separately in a variety of pencil/paper formats – see below.

Survey Results

The Internet-based system provides results of each assessment immediately online. Interests and skills are rank-ordered based on career clusters. The reports introduce college majors and career options relating to the individual's interests and skills.

One Form

One form of the Kuder Career Search with Person Match (interest inventory), Kuder Skills Assessment, and Super's Work Values Inventory – revised is used by both genders and all scores, across either set of norms, are reported.

Continued on next page

Kuder® Career Planning System Continued

Materials

A selection of one of the following options is needed:

Kuder Career Planning System
(including interests, skills, and work values assessments, electronic career portfolio, and database management system)

- Internet-based format only

Kuder® Career Search with Person Match (interest inventory)
(available as a component of the complete online system or separately in the following formats):

- Internet-based format (includes the interest inventory, electronic career portfolio, and database management system)
- Mail back
- Fax back
- PC-based (provided on a CD-ROM)

All materials are ordered by contacting DANTES, Code 10J, with the following information:

- Address
 - Point of Contact
 - E-mail of Point of Contact
 - Commercial and DSN phone numbers
 - Format of Materials
-

Scoring

For scoring of mail back and fax back formats, send forms to:

National Career Assessment Services, Inc.
P.O. Box 277
Adel, Iowa 50003
Fax: (515) 993-5422
Call 1-800-314-8972 for questions

Strong Interest Inventory[®] & Skills Confidence Inventory (SCI)

Strong Interest Inventory[®] & Skills Confidence Inventory

The Strong Interest Inventory (Strong or SII) portion of the instrument helps individuals plan for the many different steps along their career paths, with one goal in mind: to match their interests with satisfying careers.

Used as a career counseling tool for over 75 years, it is an essential resource for helping people who are launching either a new career or considering a career change.

The Strong provides an in-depth assessment of a person's interests among a broad range of occupations, work and leisure activities and educational subjects. The validity and reliability of the Strong far exceed those of any other interest inventory:

- Sample size is 13 times larger than any other career or interest inventory.
- Sample base represents a wide range of educational, ethnic, and socioeconomic levels.

The Skills Confidence Inventory (SCI) portion of the instrument measures a client's perceived level of confidence in performing skills related to the SII results. A discrepancy can often exist between an individual's interest in a given career and his/her confidence in the ability to do well in that career. The SII & SCI bridges the gap between the two very different variables by measuring an individual's perceived level of confidence and suggests avenues of explorations of the General Occupational Themes (GOTs).

SII[®] & SCI Facts

The SII[®] & SCI have several important facts to note. They include:

Number	Facts
1	Items: 377
2	Age: 14 and up
3	Time: 45 – 55 minutes
4	Reading level: 8 th grade
5	Report length: profile report is 7 pages; interpretive report is 22 pages.

Continued on next page

Strong Interest Inventory[®] & Skills Confidence Inventory (SCI),

Continued

Skills Confidence and Interest Levels	Confidence levels in six broad areas (General Occupational Themes) are rated and rank-ordered to summarize which areas an individual feels most confident performing particular activities. Confidence levels are then compared with levels of interest in the GOT's, measuring both interest and perceived skills.
Six General Occupational Themes	There are six General Occupational Theme Scales (Realistic, Investigative, Artistic, Social, Enterprising, Conventional) that make it possible to describe an individual's overall orientation to the world of work.
25 Basic Interest Scales	<p>Basic interest scales give more specific information about a person's interests in 25 basic interest fields, such as:</p> <ul style="list-style-type: none">• Medical Science• Law/Politics• Business Management• Education/Public Service• Engineering/Technology
211 Occupational Scales	Occupational Scales relate an individual's interest patterns to the interest patterns of people in specific careers and indicate areas or career satisfaction.
Holland Scales/CAGIS	The SII [®] & SCI also develops scores on the Holland General Occupational Theme Scales, which can then be used in the DANTES Computer Assisted Guidance Information System (CAGIS).
Web Administration Site	Enjoy the ease and convenience of taking CPP, Inc.'s most popular assessments online. Completely private and inaccessible to the public, your Web Administration Site is available only to your organization and selected individuals via a password.

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Strong Interest Inventory® & Skills Confidence Inventory (SCI),

Continued

Materials

The following materials are available to administer the SII® & SCI:

<i>Strong Interest Inventory® & Skills Confidence Inventory Materials</i>	DANTES Stock No.
Non-Prepaid Answer Sheets	1109
SII® & SCI Prepaid Profile Report Answer Sheets	1108
SII® & SCI Profile plus Strong Interpretive report online Administration	Software & Web
NEW Online Administration Site	Web
SII® Applications and Technical Guide – for counselor	1112
SCI Applications and Technical Guide – for counselor	1116
“Where Do I Go Next” – booklet for clients	1128
“Exploring Career Options with the SII®” Video	3217

Scoring Services

There are three types of scoring services available. They are:

- **Online version** – of the SII® & SCI assessment as well as the Myers-Briggs Type Indicator (MBTI)
- **Prepaid Scoring** – Paper answer sheets that are sent to CPP’s Washington, D.C. scoring center for results.
- **Non-Prepaid Scoring** – For use by family members. **If used by family members it must be accompanied by a check or money order to cover the cost of scoring when sent to CPP’s scoring center. Cost for Interpretive Report: \$14.20.**

Reports Available

- **Profile Report** – Designed to be used by counselors who have a background in counseling and contains the same basic data as the interpretive reports.
- **Interpretive Report** – **Available on software or Web only.** The interpretive report provides a comprehensive interpretation of the basic profile in a narrative format.
- **Non-Prepaid Scoring** – For use with family members or optical scanning.

Continued on next page

Strong Interest Inventory® & Skills Confidence Inventory (SCI),

Continued

Civilian/Military Family Members

To administer the SCI to civilians or military family members, follow these steps:

Step	Action						
1	Order the Strong and Skills Confidence Non-prepaid Combined Item Booklet/Answer Sheet from: DANTES Code 10J 6490 Saufley Field Road Pensacola, FL 32509-5243						
2	Administer the SII & SCI and have the examinee complete the answer sheet and return it to CPP along with their check in the appropriate amount. <table><tr><th>IF...</th><th>THEN...</th></tr><tr><td>a SII & SCI Profile report is desired</td><td>pay \$ 7.80</td></tr><tr><td>a SII & SCI Profile plus SII Interpretive report is desired. *</td><td>pay \$14.20</td></tr></table> *For non-prepaid civilians examinees	IF...	THEN...	a SII & SCI Profile report is desired	pay \$ 7.80	a SII & SCI Profile plus SII Interpretive report is desired. *	pay \$14.20
IF...	THEN...						
a SII & SCI Profile report is desired	pay \$ 7.80						
a SII & SCI Profile plus SII Interpretive report is desired. *	pay \$14.20						
3	Send the completed answer sheet along with the examinee's personal check or money order for the desired report to: CPP P.O. Box 73010 Washington, DC 20056-6550						

Completed Answer Sheets

Completed answer sheets are to be sent to the following address for scoring:

**CPP
P.O. Box 73010
Washington, DC 20056-6550
1-800-783-6550**

Note: On the outside of the envelope, print "Attention Scoring Department" and be sure to include a return address.

Testing Civilians and Military Family Members

Civilian Testing

As noted in the introduction, DANTES will provide non-prepaid answer sheets for family members on any instruments ordered from DANTES.

Note: A check must be included with all answer sheets sent to CPP Scoring Department to cover the cost of scoring.

Publisher Addresses

Listed below are the names and addresses of the publishers.

Publisher	Items Description	Cost
Career Assessment Inventory (CAI) Pearson Assessments ATTN: Chris McMorris Education Market Executive P.O. Box 1294 Minneapolis, MN 55440	#26400 – Prepaid Profile Report Answer Sheet A six-page color coded report provides <ul style="list-style-type: none"> graphically reprinted scores on each scale Interpretive Information attach to the report 	\$ 7.25
	#26405 – Prepaid Interpretive Report Answer Sheet A multi-page narrative report provides: <ul style="list-style-type: none"> scale description score interpretations additional reference information 	\$ 10.50
Campbell Interest and Skill Survey (CISS) Pearson Assessments ATTN: Educ Rep P.O. Box 1294 Minneapolis, MN 55440	#26480 – Prepaid Profile Report Answer Sheet A multi-page report provides: <ul style="list-style-type: none"> interpretive comments scale descriptions interest/skill patterns 	\$ 9.50

Continued on next page

Testing Civilians and Military Family Members, Continued

Publisher Addresses (Continued)

Publisher	Items Description	Cost
CISS Career Planner (recommended) Pearson Assessments ATTN: Educ Rep P.O. Box 1294 Minneapolis, MN 55440	#51811 – CISS Career Planner Booklet	\$ 2.25
CISS Internet Version (Includes: CISS activation, CISS Report, CISS Career Planner, and Web Resource Program)	Go to the following web address: http://assessments.ncspearson.com/assessments/career/dantes-family.htm	\$13.95
Holland Self-Directed Search (SDS) PAR, Inc. 16204 N. Florida Ave. Lutz, FL 33549	#RF-2890-SS – Form R Professional Report Service Sample Kit Kit includes: <ul style="list-style-type: none"> • One prepaid mail-in Assessment Booklet/Answer Sheet 	\$ 12.00
Kuder® Career Planning System National Career Assessment Services, Inc.™ 210 N. 10 th Street P.O. Box 227 Adel, Iowa 50003 Ph.: 800-314-8972 Fax: (515) 993-5422 http://www.kuder.com	Internet-based Kuder® Career Planning System includes: <ul style="list-style-type: none"> • Interests, skills and work values assessments • Electronic Portfolio with Resume Builder • Administrative Database Management System Kuder® Career Search with Pearson Match (interest inventory) available separately in Internet-based, PC-based, Fax back, and Mail back formats.	Available to Education Centers Free of Charge through DANTES.
Strong Interest Inventory® & Skills Confidence Inventory (SII® & SCI) CPP, Scoring Center P.O. Box 73010 Washington DC 20056-3010 Phone: 800-763-6550	#8656 – Non-Prepaid item booklet and answer sheet.	\$14.20

DANTES Guidance Tests

Guidance Test Package	Purpose	Intended Population	How Delivered	How Scored
CISS®* Campbell™ Interest and Skills Inventory	Measures self-interests and skills. Estimates individual's confidence in their ability to perform certain job tasks.	High school students and adults	<ul style="list-style-type: none"> • Paper and pencil • On-line 	Mailed in to: Pearson Assessments ATTN: Scoring Dept. P.O. Box 1294 Minneapolis, MN 55440
CAI* Career Assessment Inventory™ – Enhance version	Measures interest in careers both college-bound and non-college bound individuals.	High school students and adults	<ul style="list-style-type: none"> • Paper and pencil • On-line 	Mailed in to: Pearson Assessments ATTN: Scoring Dept P.O. Box 1294 Minneapolis, MN 55440
KUDER®* Internet-based Kuder Career Planning System Also available separately: Kuder Career Search with Person Match (interest inventory)	Online interests, skills, and work values assessments combined with an electronic career portfolio and database management system. Introduces college majors and career options based on individual's interests and skills.	7 th Grade through Adult Life	<p>Kuder Career Planning System:</p> <ul style="list-style-type: none"> • Internet-based. <p>Kuder Career Search with Person Match (interest inventory) is available separately in the following formats:</p> <ul style="list-style-type: none"> • Internet-based • Mail back • Fax back • PC-Based (CD-ROM) 	<p>Internet-based system provides immediate results online.</p> <p>Mail back and Fax back formats are sent to:</p> <p>National Career Assessments Service, Inc.™ P.O. Box 277 Adel, IA 50003 Fax: (515) 993-5422</p>
SDS* Holland Self-Directed Search	Find occupations that best suit one's interest/skills from 1300 occupations. A Directory of Occupational Titles is included.	Primarily adults	Paper and pencil, self-administered survey	Users test, score and interpret without assistance.

* **Available to civilians and military family members at a cost.**

Continued on next page

DANTES Guidance Tests (Continued)

Guidance Test Package	Purpose	Intended Population	How Delivered	How Scored
SII® & SCI* Strong Interest Inventory® & Skills Confidence Inventory	Measures interests in careers.	High school students and adults.	Paper and pencil, or online. One will receive a multi-page interpretative report or 7 page profile.	Either online or answer sheets are mailed in for computerizing scoring thru CPP, Inc.
DISCOVER (CAGIS)	Assess career interests, abilities, and values to suggest career/education direction. Provides info on occupations, majors, schools, resumes, interviews, job seeking, and an online career portfolio.	All military personnel and family members from 9 th grade to adult ages.	Internet version (accessible 24/7 from anywhere); Windows CD version also available	Immediate scoring by the software for both the Internet and CD versions.
MBTI® Myers-Briggs Type Indicator®	Helps individuals gain a deeper understanding of themselves and how they interact with others and helps improve how they communicate, learn, and work.	Adults & high school students.	<ul style="list-style-type: none"> • Paper and • Online 	Either online or answer sheets are mailed in for computerizing scoring thru CPP, Inc.

A. SIGNATURE: X		DANTES MATERIAL REQUEST FORM DANTES FORM 1561/5 (REV. 10-01)				USE A NO. 2 PENCIL TO FILL OUT THIS FORM	
B. DATE MAILED:		See DANTES Catalog of Materials for instructions. If you do not have a DANTES ID Number, fill in information on reverse of this form.		ACCEPTABLE MARKS ● ● ●		UNACCEPTABLE MARKS X	
MONTH	DAY	YEAR					
00	00	00	00	00	00	00	00
11	11	11	11	11	11	11	11
22	22	22	22	22	22	22	22
33	33	33	33	33	33	33	33
44	44	44	44	44	44	44	44
55	55	55	55	55	55	55	55
66	66	66	66	66	66	66	66
77	77	77	77	77	77	77	77
88	88	88	88	88	88	88	88
99	99	99	99	99	99	99	99

C. MARK APPLICABLE AGENCY BELOW:

☐ Army
☐ Navy
☐ Air Force
☐ Marine Corps
☐ Coast Guard

D. MARK ALL APPROPRIATE STATUS BELOW

☐ Active Duty
☐ National Guard
☐ Reserve
☐ CONUS
☐ Overseas

E. DANTES IDENTIFICATION NUMBER

00	00	00	00
11	11	11	11
22	22	22	22
33	33	33	33
44	44	44	44
55	55	55	55
66	66	66	66
77	77	77	77
88	88	88	88
99	99	99	99

F.		1.		2.		3.		4.		5.		6.		7.	
Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials
00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00
11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33
44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44
55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55
66	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66
77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77
88	88	88	88	88	88	88	88	88	88	88	88	88	88	88	88
99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99

8.		9.		10.		11.		12.		13.		14.	
Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials
00	00	00	00	00	00	00	00	00	00	00	00	00	00
11	11	11	11	11	11	11	11	11	11	11	11	11	11
22	22	22	22	22	22	22	22	22	22	22	22	22	22
33	33	33	33	33	33	33	33	33	33	33	33	33	33
44	44	44	44	44	44	44	44	44	44	44	44	44	44
55	55	55	55	55	55	55	55	55	55	55	55	55	55
66	66	66	66	66	66	66	66	66	66	66	66	66	66
77	77	77	77	77	77	77	77	77	77	77	77	77	77
88	88	88	88	88	88	88	88	88	88	88	88	88	88
99	99	99	99	99	99	99	99	99	99	99	99	99	99

15.		16.		17.		18.		19.		20.		21.	
Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials	Quantity Ordered	Stock Number from DANTES Catalog of Materials
00	00	00	00	00	00	00	00	00	00	00	00	00	00
11	11	11	11	11	11	11	11	11	11	11	11	11	11
22	22	22	22	22	22	22	22	22	22	22	22	22	22
33	33	33	33	33	33	33	33	33	33	33	33	33	33
44	44	44	44	44	44	44	44	44	44	44	44	44	44
55	55	55	55	55	55	55	55	55	55	55	55	55	55
66	66	66	66	66	66	66	66	66	66	66	66	66	66
77	77	77	77	77	77	77	77	77	77	77	77	77	77
88	88	88	88	88	88	88	88	88	88	88	88	88	88
99	99	99	99	99	99	99	99	99	99	99	99	99	99

APPLICATION FOR DANTES IDENTIFICATION (ID) NUMBER

This form is used to apply for a DANTES Identification (ID) Number. DANTES ID numbers are used for ordering DANTES materials. You must have a DANTES ID Number to order materials from DANTES.

- 1. Do you presently have a DANTES ID Number?** ☐ Yes ☐ No
If so, list the ID Number(s) here. _____
- 2. Are you a(n):** ☐ ESO ☐ TCO ☐ Education Counselor
☐ Education Center Staff ☐ Career Counselor
☐ Transition Counselor ☐ Retention Officer ☐ Other (Specify) _____
- 3. Are you responsible for advising Service members about education?** ☐ Yes ☐ No
- 4. U.S. mailing address (4 lines adhering to postal regulations):**
Title (CO, ESO, etc., but no individual's name) _____
ATTN (Education Center, Navy College, etc.) _____

- 5. Address for other than U.S. mail (UPS, etc.)**
Street Address _____
Building Number _____ Room Number _____
City _____
State/Zip _____
Country (if not Conus) _____
- 6. Communication:** Phone: DSN _____ - _____ / _____ Commercial () _____ - _____ / _____
Fax: DSN _____ - _____ / _____ Commercial () _____ - _____ / _____
E-mail: _____
- 7. Branch of Service:**
Active component: ☐ Army ☐ Navy ☐ Air Force ☐ Marine Corps
☐ Coast Guard ☐ Other (Specify) _____
Reserve component: ☐ ANG ☐ USAR ☐ ARNG ☐ USAFR ☐ USNR
☐ USMCR ☐ CGR ☐ Other (Specify) _____
☐ DOD ☐ Other (Specify) _____
- 8. Major Command:**
Headquarters Location: _____

- 9. Comments:** _____

Name of person completing this form

Date

Signature of Commanding Officer/Designee



DANTES
Code 10L
6490 Sanfley Field Road